Monthly Walk-Through & Inspection Checklist
for Underground Storage Tanks & Gasoline Dispensing Equipment

At least monthly, conduct basic walk-through inspections of your facility to make sure that your essential equipment is working properly and that you have release response supplies on hand. These inspections can provide a quick overview of your equipment and anything you may need to do. Perform the monthly inspection on the last working day of the month. In addition to the items on the weekly inspection checklist, you should also check for defects in the areas below.

The first section of this monthly checklist contains the basic inspection areas applicable to all gas stations. The second section contains inspection areas that are required for facilities in the nine counties of the Stage II vapor recovery area.

To document your walk-through checks, record the date of each monthly inspection under the month name. For each device/system inspected, mark whether the device/system was working properly (for example, “ok”) or was defective and needed repair (for example, “not ok” or “needs repair”). Initial your entries, especially if more than one person performs inspections. Then, make sure to keep records of all your repairs and record the dates and parts repaired/replaced on your maintenance log.

Inspection Point	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Inspection Date												
Underground storage tanks and gasoline dispensing equipment												
Release Detection System ❑ Inspect for proper operation. Run quick “self-test” of ATG to verify correct operation, or check manual dip stick for wear or warping.												
Spill Buckets ❑ Ensure spill buckets are clean and empty.												
Overfill Alarm ❑ Inspect for proper operation. Make sure alarm is easily seen and heard.												
Impressed Current Cathodic Protection System ❑ Inspect for proper operation. Check and log rectifier at least every 60 days.												
Fill and Monitoring Ports ❑ Inspect to make sure covers and caps are tightly sealed and locked.												
Spill and Overfill Response Supplies ❑ Inventory emergency spill response supplies and restock if supplies are low. Inspect supplies for deterioration and improper functioning.												

Monthly Walk-Through & Inspection Checklist (continued)

Inspection Point	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Inspection Date												
Dispenser Hoses, Nozzles, and Breakaways ❑ Inspect for loose fittings, deterioration, obvious signs of leakage, or improper functioning.												
Dispensers and Dispenser Sumps ❑ Open each dispenser and inspect visible piping, fittings, and couplings for signs of leakage. If any water or product is present, remove and dispose of it properly. Remove debris from sump.												
Piping Sumps ❑ Inspect visible piping, fittings, and couplings for signs of leakage. If any water or product is present, remove and dispose of it properly. Remove debris from sump.												
Gasoline dispensing equipment in Stage II vapor recovery areas												
Vapor Return Line ❑ Make sure line is not crimped, flattened, or blocked, and has no holes or slits. Make sure poppets work properly and seal tightly. Inspect breakaways and swivels.												
Nozzle Bellows ❑ Inspect to ensure there are no holes larger than 0.25" or slits larger than 1" (if applicable).												
Nozzle Faceplate or Facecone ❑ Inspect to ensure it is not torn or missing more than 25% of its surface (if applicable).												
Nozzle ❑ Inspect to make sure it is operating property and has an automatic overfill control mechanism.												
Vapor Processing Unit ❑ Check for defects including leaking return line, intermittent process interruptions, low vapor pressure in return to tank line, or inoperable Stage I control, e.g., pressure vacuum vent.												